



Tebello Tabaliatile

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for office admin clerk job vacancies or client service consultant. I am a very competent office clerk, I have five years experience doing admin work and working directly with customers. I am very discreet, I am also customer oriented.

Preferred occupation	Administrators Administrative jobs
	Other jobs Other jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1988-01-08 (36 years old)
Gender	Female
Residential location	Other North West North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2014.07 iki 2017.05
Company name	Lephola Savings and Cerdit
You were working at:	Banking
Occupation	Office Clerk
What you did at this job position?	Communicate with customers to explain information, take order and address complaints. Answer telephone and take messages. Compile, copy, sort and file records of office activities and business transactions. Operate office machines such as photocopiers and personal computers. Compute, record and proofread data and reports. Disburse money and do basic bookkeeping. Prepare and process government forms and expense reports.

Working period **nuo 2012.02 iki 2014.06**
 Company name Prestige Furnitures
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Collecting and capturing customer information. Updating customers ledger on a daily basis. Capturing daily flash figures. Managing the petty cash. Preparing monthly reports. Drafting smartlist for the month. Banking

Education

Educational period **nuo 2009.07 iki 2011.06**
 Degree Diploma
 Educational institution Lerotholi Polytechnic
 Educational qualification Marketing Management

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	good	very good	very good

Computer knowledge

Microsoft word,microsoft exel,microsoft powerpoint,microsoft outlook,internet

Recommendations

Contact person Maramosoeu Maretlane
 Occupation Check clerk/my immediate supervisor
 Company Lephola Savings and Credit
 Telephone number 22318200
 Email address maretlane@lepholasavings.com

Contact person Mathato Lebelo
 Occupation Former branch manager
 Company Prestige Furnitures
 Telephone number 22313344

Contact person Maretsepile Nkakala
 Occupation IT Supervisor
 Company Lephola Savings and Credit
 Telephone number 22318200
 Email address nkakalam@gmail.com

Additional information

Your hobbies	Listening to radio,reading newspapers
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	5000 R per month